Concordia
UNIVERSITY

the audio-visual department welcomes you!

This flyer has been prepared specifically with the new student in mind. Inside you will find an outline of many of the services offered by **Concordia's Audio-Visual Department** (AVD). Concordia's mission is to offer students real education for the real world. Integral towards accomplishing this goal are the many facilities and services provided by this Department. You will find us in various places on the **Sir George Campus** and centrally located on the **Loyola Campus**.

From **Equipment Depots** to **Learning Labs,** AV is a complex organization dedicated to serving the Concordia community. **Media Labs**, which can be found on both campuses, are remarkable because of the *hands-on* approach to facilities. Depending on your programme of study, you may find yourself using our **eight-track sound studios** or even the **television studios.** AV offers the environment and expertise to complete your school projects.

Perhaps you will have a classroom presentation requiring the use of a **VCR** and **television** or a **computer** and **data projector.** Or you may be called upon to hand in an **audio, video** or **computer** project. We are here to provide you with the necessary equipment to accomplish your task. In addition, **AV staff** are always available for friendly **technical support** and **advice.** A typical project could require you to borrow a video camera from one of our **Depots**, edit using the facilities at **Media Labs**, and finally book equipment for classroom playback. This flyer will show you where to go in order to get the project done.

It is essential to plan in advance. Equipment and Media Lab facilities are heavily booked during peak periods. It may be necessary to follow a **workshop** before being able to use certain facilities. Call the SGW or Loyola **Booking and Information Officers** for information and help.

Equipment and facilities may be used **free of charge** for **course work pertaining to academic credit courses** and for **research.** Special **internal rates** are charged for use by members of the University community for administrative, social, and entertainment purposes. For those not connected with the University, charges are levied in accordance with the published **external rates.**

Some Essential Ground Rules

- At least **three working days notice** are needed for the reservation of equipment and facilities.
- **Valid university identification** must be presented along with a ***signed* instructor's authorization** form handed in for students wishing to use our services.
- Equipment must be **returned on time.**
- **Overdue fines** must be paid on return of late items.
- Federal **copyright legislation** applies to all transfers and copies made by AV staff or with AV equipment.

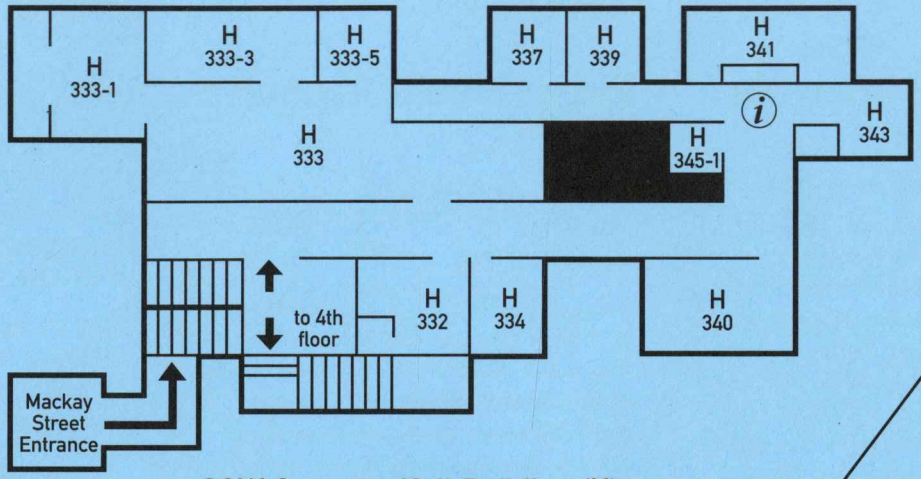
Bookings and Information Officers

Let these individuals be your first point of contact with AV. They will provide useful suggestions, can direct you to the proper unit within AV, and can reserve the equipment and facilities you need:

SGW: 848-3444
Mon-Fri 10:00-13:00
& 14:00-16:00

Loyola: 848-3465
Mon-Fri 10:30-16:00

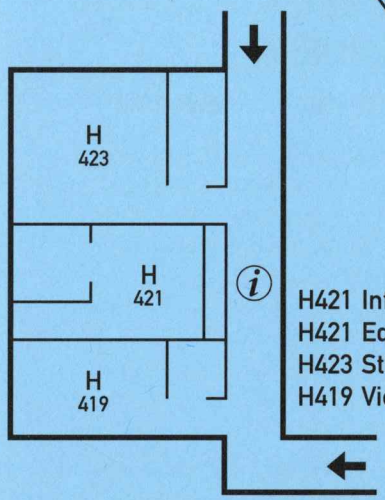
For the latest announcements about our services, check out the Audio Visual Web Page at http://www-avd.concordia.ca



SGW Campus: Hall Building (H)
1455 de Maisonneuve Blvd. W.
Hall • 3rd Floor

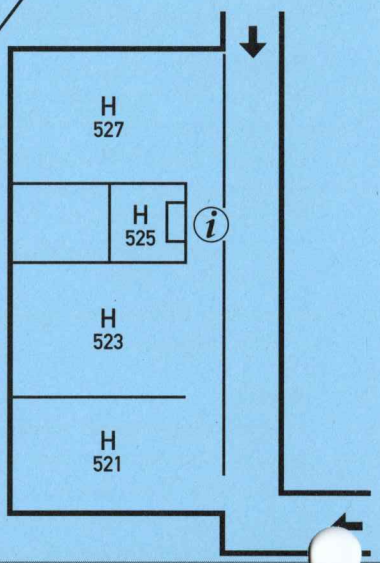
H341	Bookings/Info Counter
H339	Administrative Services
H339	Distance Learning/CANAL
H333	Media Labs
H337	Inst. Technology Support
H343	Viewing Rooms

Hall 4th Floor



H421 Information Counter
H421 Equipment Depot
H423 Studio B
H419 Viewing Room

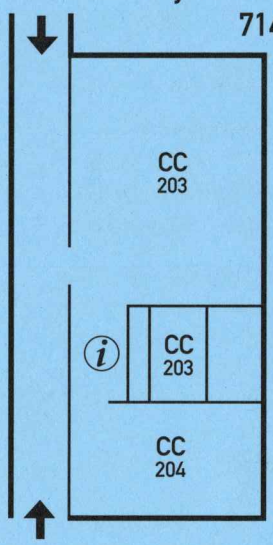
Hall 5th Floor



H525 Information Counter
Learning Labs

Loyola Campus: Central Building (CC)
7141 Sherbrooke West

CC, 2nd floor

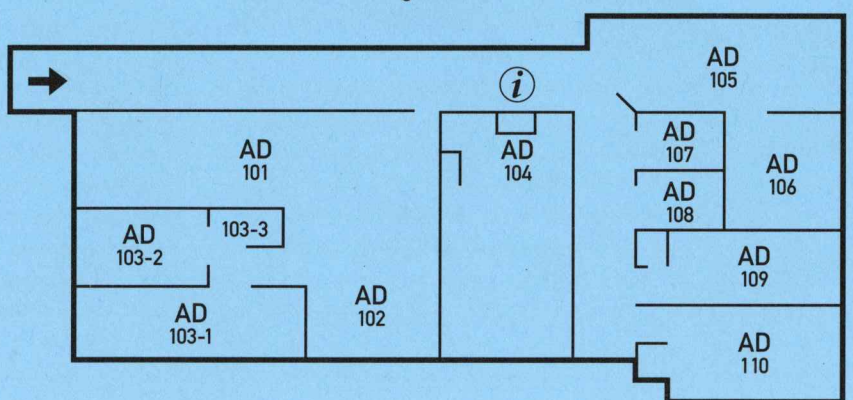


CC203 Information Counter
Computer Lab
Learning Labs

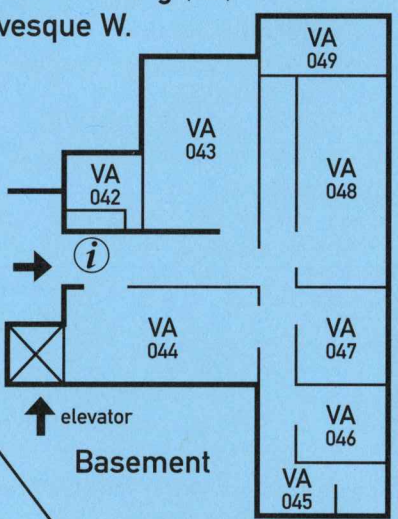
Loyola Campus
Administration Building (AD)
7141 Sherbrooke West

AD, 1st floor

AD104	Depot/Information Counter
AD105	Loyola Bookings
AD101	Media Labs
AD109	Sound Studios
AD106	Viewing Room



SGW Campus: Visual Arts Building (VA)
1395 René-Lévesque W.



Basement

VA042 Information Counter
VA042 Equipment Depot
VA045 Sound Studio
Office
VA044 Sound
Studios
VA043 V g
Room